

**HEARING AID DISPENSERS BUREAU**

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LIVE SCAN FINGERPRINT INFORMATION AND PROCEDURES

Before the Hearing Aid Dispensers Bureau (HADB) issues a permanent license, a clearance must be received from the Department of Justice (DOJ) and the Federal Bureau of Investigation to document that the applicant has no criminal history which would impact the practice of hearing aid dispensing. In the past, the HADB required applicants to be fingerprinted and submit the "hard copy" fingerprint cards and \$56 fee to the HADB for processing. This was a process that could take six to nine months to complete.

The HADB is now utilizing a new fingerprinting system called Live Scan. The goal of this new system is to improve and expedite the fingerprint clearance process.

What is Live Scan fingerprinting?

Live Scan is inkless electronic fingerprinting. The digitized fingerprints are electronically transmitted to central site computers at the DOJ for completion of criminal record checks.

Where are the Live Scan sites located?

There are more than 130 Live Scan sites throughout the state. A complete listing of Live Scan sites is available on the Department of Justice's website at <http://www.caag.state.ca.us/app/contact.pdf>. Business hours are noted for each location, however, you are encouraged to call the site first to determine if an appointment is necessary.

What is the fee for Live Scan fingerprinting?

The fees for Live Scan include a \$56 processing fee (\$32 DOJ and \$24 FBI) plus a rolling fee. The rolling fee is determined by the local Live Scan agency and will range from about \$5 - \$25. You are required to pay the rolling fee and the processing fee at the Live Scan site.

Live Scan Procedures:

1. Complete the HADB's "Request for Live Scan Service" in triplicate.
2. Take completed form (in triplicate) to the Live Scan site.
3. Pay the processing and rolling fees at the Live Scan site.
4. Submit part 2 of the form with your hearing aid dispenser license application.

NOTE: The HADB will be unable to process your application without part 2 of the form.

Exceptions:

The HADB strongly encourages applicants to utilize the Live Scan process. However, if for some reason you have difficulty obtaining services for Live Scan, please contact the HADB office at (916) 327-3433 to have the hard copy fingerprint cards sent to you.

Live Scan is only available in California; therefore, all out-of-state applicants must submit the "hard copy" fingerprint cards and the \$56 processing fee to HADB.

[CLICK HERE TO LINK TO THE REQUEST FOR LIVE SCAN SERVICE](#)